



COMMUNITY SERVICE ORGANIZATIONS 2018 GRANT REQUEST

APPLICATION INSTRUCTIONS

Due Date: Thursday, August 31st, 2017, 5pm. Late applications will not be considered.

CSO requests follow a competitive application process, as requests will likely exceed available funds.

Please review the entire packet of forms prior to starting your application. Do not omit any of the requested information or required attachments. If an item does not apply to your program, note "N/A" for that item. A checklist is attached in this packet for your use.

SUBMISSION FORMAT:

The City Administration plans to incorporate all grant submissions into a digital document for the City Council to review. For this reason, we require that the submissions to follow a uniform format. Please do not provide supplementary materials, which are not in the direct format of this packet.

Please submit **one (1) DOUBLE-SIDED COPY** and **ONE COMPLETE PDF FILE**

Address: City of Valdez, Attn: Finance Department, PO Box 307, 212 Chenega, Valdez AK 99686
mmccay@ci.valdez.ak.us

QUESTIONS:

Please contact Magdalena McCay, Comptroller, at 834-3454 or mmccay@ci.valdez.ak.us

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

CRITERIA, RESTRICTIONS, and INSURANCE REQUIREMENTS

The City of Valdez strives to ensure that a wide variety of programs and services are made available to the community. The objective of this grant program is to provide funding assistance to agencies and organizations to expand these opportunities in Valdez.

CRITERIA: The City Council will evaluate your application based on:

- I. Purpose of the Program: What demonstrated community need is being met? What is the impact on the community if your program is not provided? What other programs/agencies exist to meet this need? How do they compare to your program?
- II. Management of the Program: Effective management of financial and human resources? Appropriate technical skills and knowledge of this program service? Fiscally responsible? Proven ability/track record?
- III. Fiscal Health of the Program: What internal controls are employed to ensure adherence to approved financial policies and oversight? What financial reserves are available to deal with unanticipated fiscal impacts?
- IV. Community Support of Program: Strong participation? Volunteer services? Financial support shown through private and corporate contributions, user fees, in-kind donations?
- V. Specifics of Program: Target population - who benefits from your program? Cost effective? Well thought-out concept and organized plan of action? Measurable results?

RESTRICTIONS: Restrictions on this funding include:

- I. The organization must have obtained a non-profit status recognized by the State of Alaska before a contract can be executed. Informal associations are not eligible for grants.
- II. There are no guarantees of annual funding; the intent is for your group or program to become self-sufficient.
- III. This grant funding is subject to the availability of funds lawfully appropriated for disbursement.
- IV. Grant funding is intended to supplement your budget, not to fund your program in total.
- V. Programs and services are the goal; grant funds are not to be used for construction activities. No equipment purchases of over \$500 will be permitted.
- VI. Grant funding is not intended to provide an increase to the fund balance of your organization. Funds are to be **fully** expended in the 2018 fiscal year on the specified program(s).

NOTE: This list is not intended to be all inclusive.

Criteria, Restrictions, and Insurance Requirements (continued)

INSURANCE REQUIREMENTS: Insurance requirements for Grant Recipients include:

A certificate of insurance naming the City as additional insured must be in effect during the entire contract period, including the following:

- * Worker's Compensation as required by Alaska Statutes and Employer's Liability in the amount of \$100,000.
- * Comprehensive General Liability to include premises operation, contractual liability, and personal liability in a minimum amount of \$1,000,000 combined single limit.
- * Comprehensive Auto Liability - \$500,000 per accident (for programs requiring the use of vehicles owned and/or hired)

AUDIT REQUIREMENTS FOR FUNDING REQUESTS OF \$100,000 OR MORE:

The Grantor requires a recipient receiving \$100,000 or more in the organization's fiscal year to conduct an independent audit by certified public accountant that is in conformity with generally accepted accounting principles in the United States of America. A copy of the financial statements and all audit findings must be submitted to the City of Valdez within 30 days after recipient receives the audit report.

Future funding requests will only be considered if prior year audits are on file with the City of Valdez as described above. If most recent audit is still pending at the date of application the City of Valdez must receive written notice of the audit status with the submittal.

2018 FUNDING REQUEST/CERTIFICATION FORM

ATTACHMENTS: (label as indicated)


- Copy of your organization's most recent fiscal year end financial statements including balance sheet and profit and loss, and sources and uses of revenues. These statements must also show all accumulated fund balances for all of the organization's assets. (label page 2)
- Copy of balance sheets from three prior fiscal years. (label page 3)
- Copy of your organization's estimated current operating budget, including revenues and expenditures. (label page 4)
- Copy of proposed 2018 budget, including revenues and expenditures. (label page 5)
- Copy of your organization's balance sheet and profit and loss as of 6/30/2017

CERTIFICATION: (must be signed by both individuals)

I certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of my knowledge.

 FUNDING COORDINATOR
EXECUTIVE DIRECTOR (or equivalent)

8/28/17
DATE

 PRESIDENT BOARD OF DIRECTORS (or equivalent)

8/28/17
DATE

(Organization's Most Recent Fiscal Year-End Financial Statement to include all fund balances on all organization's funds)

(All Funds)

Date	Payee	Debit	Credit	Balance
6/30/2016	Previous Balance			7,227.02
9/27/2016	Petrostar		500.00	7,727.02
9/27/2016	Emblem Club		300.00	8,027.02
10/5/2016	Valdez Literacy Council: Author Julia Cook Visit (1071)	1,000.00		7,027.02
10/12/2016	Yosseyln Gheen (1074) Supply	20.34		7,006.68
10/13/2016	Virginia Corral (1072)	32.50		6,974.18
10/21/2016	Kim Michaud (1073)	109.41		6,864.77
12/10/2016	Bake sale		360.00	7,224.77
12/14/2016	Yosseyln Gheen (1076) supply	23.38		7,201.39
12/15/2016	Best Beginnings		250.00	7,451.39
12/15/2016	Eagle Auxiliary Aerie 1971		500.00	7,951.39
12/28/2016	Arts Design (1075) - signage	40.00		7,911.39
12/28/2017	Copper Valley Electric Donation		300.00	8,211.39
2/15/2017	Petrostar		500.00	8,711.39
3/23/2017	United Way of Valdez donation		2,261.13	10,972.52
3/23/2017	Donation		1,000.00	11,972.52
3/23/2017	Yosselyn Gheen (1079) supply	102.95		11,869.57
4/13/2017	Check to Dollywood Foundation (1077)	6,000.00		5,869.57
4/14/2017	Daniel Hulbert		100.00	5,969.57
4/14/2017	Emblem Club		350.00	6,319.57
4/24/2017	Andrea Cleland airfare(1078)	931.04		5,388.53
5/9/2017	Airfare reimbursement from City of Valdez		465.52	5,854.05
5/11/2017	Kim Michaud for Post Office Box (1080)	70.00		5,784.05
6/30/2017	Ending Balance			5,784.05

(Copy of Three Prior Fiscal Years' Balance Sheets)

Date	Payee	Debit	Credit	Balance
1/15/2014	Dollywood inv. (Feb) 02141307	327.08		3,545.32
1/17/2014	deep rooted music	12.00		3,533.32
1/29/2014	check gold rush		300.00	3,833.32
2/8/2014	Invoice (Mar) 03141307	339.62		3,493.70
2/13/2014	United Way		1,500.00	4,993.70
2/13/2014	Best Beginnings		409.00	5,402.70
2/13/2014	Invoice (Apr) 0414307	400.91		5,001.79
3/12/2014	Eagles, faternal order of		300	5,301.79
4/11/2014	Eagles Auxiliary		\$300.00	5,601.79
4/11/2014	Copper Valley Telephone		300.00	5,901.79
4/11/2014	Elks Lodge		150.00	6,051.79
4/11/2014	Petro Star		500.00	6,551.79
4/11/2014	Haltness personal check		30.00	6,581.79
4/11/2014	PO Box 1 year	81		6,500.79
4/11/2014	Invoice (May) 05141307	398.43		6,102.36
4/14/2014	City of Valdez		1,500.00	7,602.36
5/30/2014	Blank checks	14.50		7,587.86
5/19/2014	Invoice (June) 06141307	406.16		7,181.70
5/23/2014	1 year of payments check #1022	5,000.00		2,181.70
6/30/2014	service charge	2.15		2,179.55
7/10/2014	Best Beginnings		500.00	2,679.55
7/31/2014	service charge	2.05		2,677.50
8/20/2014	service charge	1.10		2,676.40
9/3/2014	Best Beginnings		967.00	3,643.40
11/28/2014	service charge	1.30		3,642.10
12/15/2014	Copper Valley Electric		300.00	3,942.10
12/15/2014	Valdez Gold Rush		300.00	4,242.10
12/15/2014	Barb Bryson		30.00	4,272.10
12/15/2014	Yosselyn Gheen		30.00	4,302.10
12/15/2014	Kim Michaud		30.00	4,332.10
12/15/2014	Chris Wasbko		35.00	4,367.10
12/15/2014	Jamie Winchester		30.00	4,397.10
12/15/2014	Kelly Trahan		30.00	4,427.10
12/15/2014	Bake Sale		484.00	4,911.10
12/15/2014	Judy Almy (basket)	71.30		4,839.80
1/30/2015	service charge	0.30		4,839.50
2/2/2015	United Way		2,000.00	6,839.50
2/13/2015	Best Beginnings		483.00	7,322.50
3/13/2015	Emblem Club		300.00	7,622.50
3/17/2015	Kelly Remme papers	62.70		7,559.80
4/26/2015	PO Box 1 year	60.00		7,499.80

(Copy of Three Prior Fiscal Years' Balance Sheets)

4/27/2015	Dollywood check	5,000.00		2,499.80
4/29/2015	Petro Star		500.00	2,999.80
6/1/2015	Copper Valley Telephone		300.00	3,299.80
7/6/2015	PTA		150.00	3,449.80
9/30/2015	Best Beginnings		161.00	3,610.80
9/30/2015	Eagles		500.00	4,110.80
9/30/2015	Bake Sale		358.00	4,468.80
9/30/2015	service charge	0.55		4,468.25
12/13/2015	Megan Craig (1065) supply	77.14		4,391.11
12/13/2015	Bake Sale		392.00	4,783.11
1/12/2016	Yosselyn Gheen (1066) supply	101.09		4,682.02
1/12/2016	Yosselyn Geen (1067) supply	35.00		4,647.02
1/14/2016	Sitka Emblem Club		930.00	5,577.02
1/14/2016	Copper Valley Electric		300.00	5,877.02
1/26/2016	Gold Rush Inc		400.00	6,277.02
1/20/2016	Alyeska		500.00	6,777.02
2/3/2016	City of Valdez		3,600.00	10,377.02
2/8/2016	Copper Valley Telephone		500.00	10,877.02
3/21/2016	Rene Crystal		250.00	11,127.02
3/21/2016	Jeff Johnson		100.00	11,227.02
3/24/2016	Dollywood (1068)	6,000.00		5,227.02
4/19/2016	United Way		2,100.00	7,327.02
5/9/2016	playground donation check #1069	100.00		7,227.02
9/27/2016	Petrostar		500.00	7,727.02
9/27/2016	Emblem Club		300.00	8,027.02
10/5/2016	Valdez Literacy Council: Author Julia Cook Visit (1071)	1,000.00		7,027.02
10/12/2016	Yosseyln Gheen (1074) Supply	20.34		7,006.68
10/13/2016	Virginia Corral (1072)	32.50		6,974.18
10/21/2016	Kim Michaud (1073)	109.41		6,864.77
12/10/2016	Bake sale		360.00	7,224.77
12/14/2016	Yosseyln Gheen (1076) supply	23.38		7,201.39
12/15/2016	Best Beginnings		250.00	7,451.39
12/15/2016	Eagle Auxiliary Aerie 1971		500.00	7,951.39
12/28/2016	Arts Design (1075) - signage	40.00		7,911.39
12/28/2017	Copper Valley Electric Donation		300.00	8,211.39
2/15/2017	Petrostar		500.00	8,711.39
3/23/2017	United Way of Valdez donation		2,261.13	10,972.52
3/23/2017	Donation		1000.000	11,972.52
3/23/2017	Yosselyn Gheen (1079) supply	102.95		11,869.57
4/13/2017	Check to Dollywood Foundation (1077)	6,000.00		5,869.57
4/14/2017	Daniel Hulbert		100.00	5,969.57
4/14/2017	Emblem Club		350.00	6,319.57
4/24/2017	Andrea Cleland airfare(1078)	931.04		5,388.53

(Copy of Three Prior Fiscal Years' Balance Sheets)

5/9/2017	Airfare reimbursement from City of Valdez		465.52	5,854.05
5/11/2017	Kim Michaud for Post Office Box (1080)	70.00		5,784.05
6/30/2017	Ending Balance			5,784.05

(Organization's Current Operating Budget)

(All Funds)



2017 Valdez Imagination Library Budget

Public Support & Revenue – All Sources

	Budget 2017	Explanation
Contributions & Donations	\$6800	
Special Events		
Sales of Materials		
Bake Sales/Fundraisers	\$1000	
Total	\$7,800	

Expenses

	Budget 2017	Explanation
Book Delivery Program	\$6300	
Events	\$1000	Author Visit
Book Basket Donation	\$300	For Consortium Fall Library Fund Raiser
Printing/Copying	\$80	
Postage	\$30	
Advertising	\$30	
Prizes/Refreshments	\$30	
Commodities/Office Supplies	\$30	
Total	\$7,800	

(Copy of Proposed 2018 Budget)

(All Funds)



2018 Valdez Imagination Library Proposed Budget

Public Support & Revenue – All Sources

	Budget 2018	Explanation
Contributions & Donations	\$8110	
Special Events		
Sales of Materials		
Bake Sales/Fundraisers	\$560	
Total	\$8670	

Expenses

	Budget 2018	Explanation
Book Delivery Program	\$6300	
Events	\$1500	Author Visit
Book Basket Donation	\$300	For Consortium Fall Library Fund Raiser
Printing/Copying	\$120	
Postage	\$200	
Advertising	\$30	
Prizes/Refreshments	\$100	
Commodities/Office Supplies	\$120	
Total	\$8670	

PROGRAM INFORMATION

ORGANIZATION NAME: _____

Program Title: _____

Complete section below. Limit comments to this page.

1. Summarize the program you are proposing. (You will provide the details in the scope of services form.)

2. Briefly, but specifically, describe why the program to be funded under this proposal is needed and how it will benefit the Valdez community. Is this a new or existing program? How have you determined the need for your program?

3. Is this program year-round, seasonal, or a one-time event? _____
Schedule: Beginning date: _____ Ending date: _____

4. Estimated number of people to be served by this program? _____
Provide formula for estimate:

5. Target population served: (ie: youth, adult, Senior Citizens, disadvantaged, etc.)

6. Is membership in your organization required for participation: Yes_____ No_____

7. Fee to participant: Member \$_____ Non-Member \$_____

8. Number of paid program staff: Full-time _____ Part-time _____ Temporary _____

ORGANIZATION NAME: _____
Program Information (continued)

9. Volunteer Services Information:

Number of volunteers:	Actual 2015	_____
	Actual 2016	_____
	Anticipated 2017	_____
	Estimated 2018	_____

Source of volunteers (parents, members, professionals, others):

Types of services provided by volunteers:

10. Where will you operate this program? What facilities?

11. What is the specific impact on your program if City funding is available at the following percentages of your request?

75% _____

50% _____

25% _____

0% _____

12. The City is prohibited from contracting with businesses or persons that violate the Americans with Disabilities Act (ADA). What methods does your organization employ to comply with the requirements of ADA?

ORGANIZATION NAME: _____
Program Information (continued)

13. Any other comments you would like to make about your program?

ORGANIZATION NAME: _____

OPERATING EXPENSES OF PROPOSED PROGRAM

(Budget Form #1)

<u>Program Expenses:</u>	<u>Budget</u>	<u>Breakdown</u>
PERSONAL SERVICES:	\$ _____	
Salaries/wages		\$ _____
Employee benefits		\$ _____
Other: _____		\$ _____
CONTRACTUAL SERVICES:	\$ _____	
Reproduction/copying		\$ _____
Equipment rental		\$ _____
Data processing		\$ _____
Dues/subscriptions		\$ _____
Contractual services		\$ _____
Professional fees & services		\$ _____
Other: _____		\$ _____
OTHER SERVICES:	\$ _____	
Volunteer services		\$ _____
Communications/postage		\$ _____
Printing		\$ _____
Advertising/promotion		\$ _____
Electricity		\$ _____
Heating		\$ _____
Travel/transportation		\$ _____
Other: _____		\$ _____
COMMODITIES:	\$ _____	
Clothing		\$ _____
Office supplies		\$ _____
Building maintenance		\$ _____
Operating supplies		\$ _____
Parts & supplies - equipment		\$ _____
OTHER CHARGES/EXPENSES:	\$ _____	
Insurance		\$ _____
Contingencies		\$ _____
Training		\$ _____
Rent		\$ _____
Capital equipment		\$ _____
Office equipment		\$ _____
Other expenses: _____		\$ _____
TOTAL COST FOR OPERATION OF THIS PROGRAM:	\$ _____	

ORGANIZATION NAME: _____

FUNDING SOURCES FOR PROPOSED PROGRAM
(Budget Form #2)

This program budget covers the period of _____ to _____

<u>SOURCES OF PROGRAM FUNDING</u>	<u>GOAL AMOUNT</u>	<u>%</u>	<u>COMMITTED (Y/N)</u>
Parent Organization	\$ _____	_____	_____
Gifts and Contributions	\$ _____	_____	_____
Membership Dues	\$ _____	_____	_____
Fees & charges to participants	\$ _____	_____	_____
Private sector grants (specify source and date of award)			
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Fundraisers (specify major fundraising events/programs)			
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
Subtotal of Financial Support for this program:	\$ _____	_____	
Supplemental Funding Requested from City of Valdez:	\$ _____	_____	
<u>TOTAL FUNDING FOR OPERATION OF THIS PROGRAM:</u>	\$ _____	100%	

NOTE: Projected program financial support should meet or exceed projected program expenditures. If not, you must provide an explanation. If the financial support is projected to exceed the expenditures by a substantial amount, please provide an explanation as to why grant funds are being requested for this program.

ORGANIZATION NAME: _____

SCOPE OF SERVICES

Timeline OUTCOMES for 2018 (What do you plan to accomplish in 2018 - be specific)

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Attach additional pages if necessary

Definition: Outcome - End product or result accomplished.

Valdez Imagination Library Funding Overview as of 6/30/2017

Copy of Donations and Expenditures

Funding Received		
Date	Payee	Donations
9/27/2016	Petrostar	500.00
9/27/2016	Emblem Club	300.00
12/10/2016	Bake sale	360.00
12/15/2016	Best Beginnings	250.00
12/15/2016	Eagle Auxiliary Aerie 1971	500.00
12/28/2017	Copper Valley Electric Donation	300.00
2/15/2017	Petrostar	500.00
3/23/2017	United Way of Valdez donation	2,261.13
3/23/2017	Donation	1,000.00
4/14/2017	Daniel Hulbert	100.00
4/14/2017	Emblem Club	350.00
5/9/2017	Airfare reimbursement from City of Valdez	465.52
6/30/2017	Total Donations	6,886.65

Expenditures		
Date	Payee	Costs
10/5/2016	Valdez Literacy Council: Author Julia Cook Visit (1071)	1,000.00
10/12/2016	Yosseyln Gheen (1074) Supply	20.34
10/13/2016	Virginia Corral (1072)	32.50
10/21/2016	Kim Michaud (1073)	109.41
12/14/2016	Yosseyln Gheen (1076) supply	23.38
12/28/2016	Arts Design (1075) - signage	40.00
3/23/2017	Yosselyn Gheen (1079) supply	102.95
4/13/2017	Check to Dollywood Foundation (1077)	6,000.00
4/24/2017	Andrea Cleland airfare (1078)	931.04
5/11/2017	Kim Michaud for Post Office Box (1080)	70.00
6/30/2017	Total Expenditures	8,329.62

CITY OF VALDEZ

GRANT FUNDING REQUEST FOR COMMUNITY SERVICE ORGANIZATIONS

APPLICATION CHECKLIST

This checklist is simply for your use in preparation of your application packet. It is not a part of the packet to be copied and submitted.

You are encouraged to check and double check your facts and figures prior to making your copies. Packets that omit any of the requested information or that contain errors in calculations **WILL BE RETURNED TO THE APPLICANT** for correction and resubmission. The ensuing delay may jeopardize your application for funding.

A COMPLETE APPLICATION PACKET INCLUDES:

- _____ Funding Request/Certification form (labeled page 1)
- _____ Recent Total Organization Financial Statement (labeled page 2)
- _____ Copy of Prior Three Prior Years' Balance Sheets (labeled page 3)
- _____ Current Operating Budget for Total Organization (labeled page 4)
- _____ Copy of Proposed 2018 Budget (labeled page 5)
- _____ Program Information forms (labeled pages 6, 7, and 8)
- _____ Operating Expenses of Proposed Program/Budget form #1 (labeled page 9)
- _____ Funding Sources for Proposed Program/Budget form #2 (labeled page 10)
- _____ Scope of Services form (labeled page 11)
- _____ Additional pages submitted by agency (label page numbers accordingly)
- _____ Copy of Balance Sheet and Profit and Loss as of 6/30/2017

REMINDER: You must submit **one (1) DOUBLE SIDED COPY OF COMPLETE PACKET** and **a COMPLETE PDF FILE** before the deadline. Late submissions will not be considered for funding.

DEADLINE: **5:00 p.m., Thursday, August 31st, 2017**
Early submissions are accepted and encouraged!

Thank you for your submission.